1/5

FIG. 1

12

I-9 ADMINISTRATION SECTION

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AUDIT A NEW I-9 DOCUMENT
ADD A NEW I-9 DOCUMENT
EXISTING I-9 DOCUMENTS SEARCH AND EDIT
INDIVIDUAL I-9 DOCUMENT SEARCH AND EDIT

FIG. 2

14

## REPORTING SECTION

ADDITIONAL INFORMATION NEEDED REPORT
DATA-ENTRY AUDIT REPORT
STATEMENT OF I-9 COMPLETION REPORT
COMBINED AUDIT REPORT
EXPIRING EMPLOYMENT DOCUMENTS REPORT
INVOICE REPORT

FIG. 3

## UTILITIES SECTION

16

RECALCULATE STATEMENT OF I-9 COMPLETION REPORT ADD A NEW COMPANY
COMPANY DATA SEARCH AND EDIT
ADMINISTER LOGON ID'S
LOGIN NOTICES ADMINISTRATION
I-9 TIPS ADMINISTRATION

FIG. 4

## ACTION OPTIONS

18

EDIT AUDIT

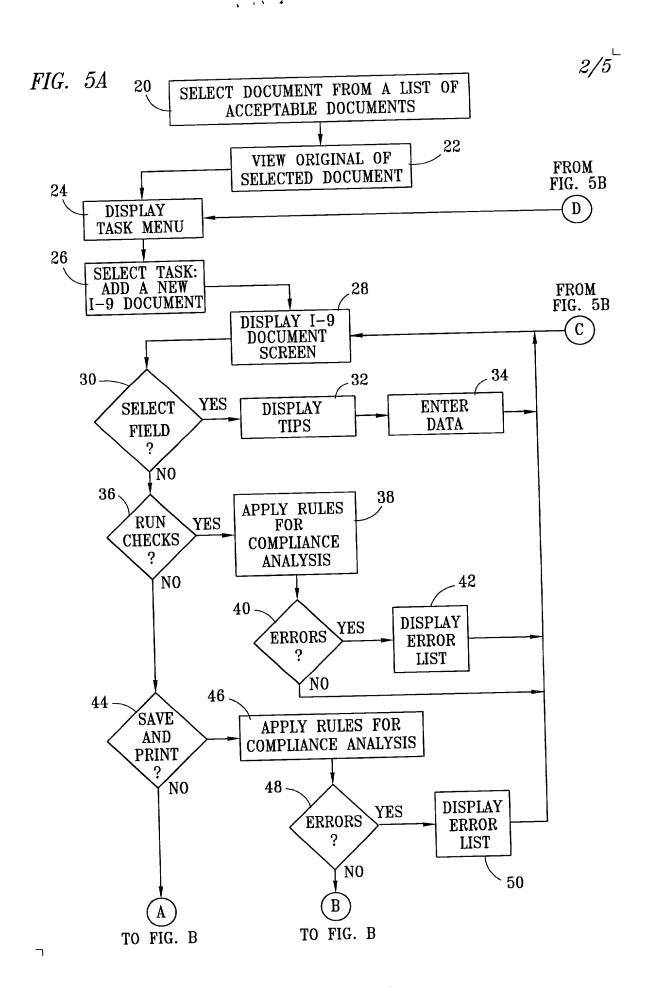
VIEW PRINT SCREEN

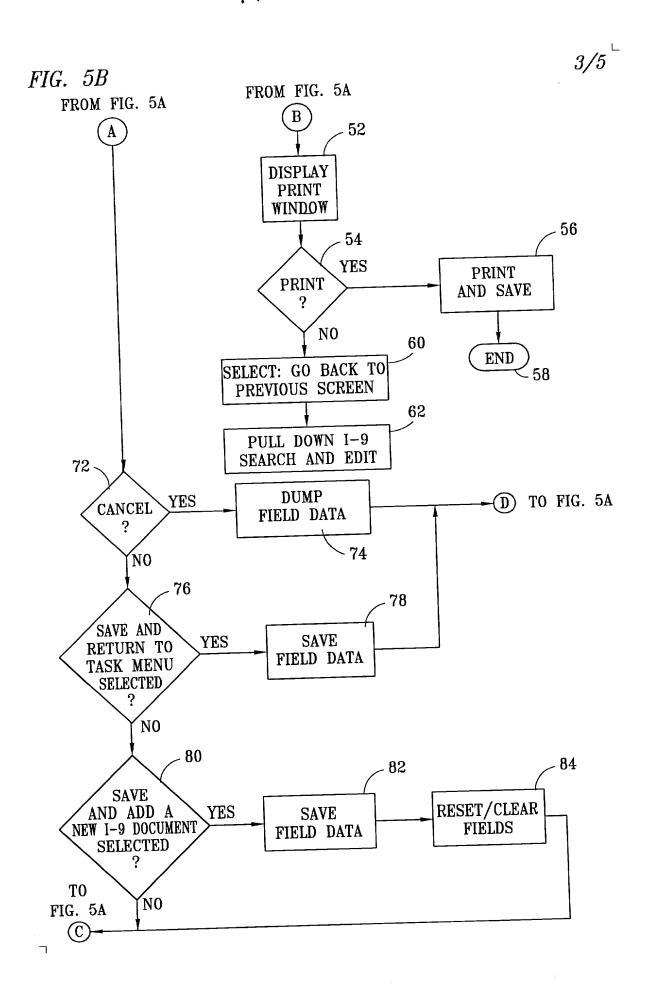
SERVICE CHARGES

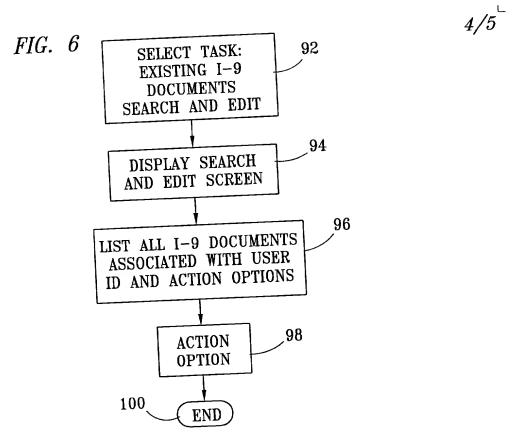
DELETE

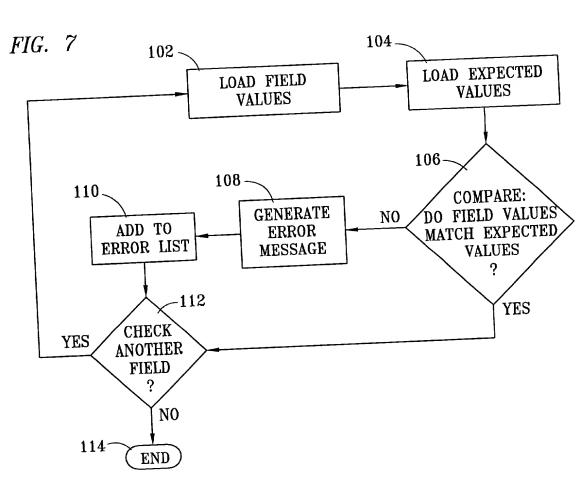
DISPLAY ADDITIONAL INFORMATION NEEDED REPORT

RECALCULATE ANALYSIS



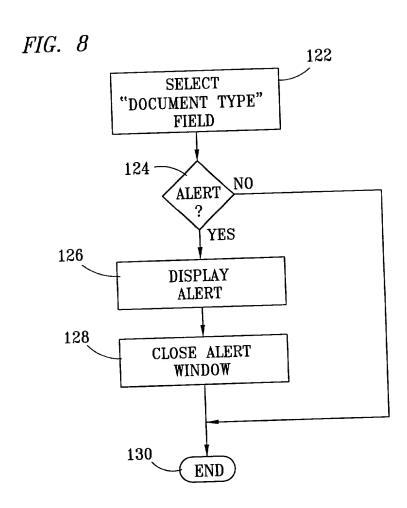






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